

GENERAL ACCOUNTING OFFICE

Comptroller General's Order No. 4.24

POLICY OF THE GENERAL ACCOUNTING
OFFICE FOR LIQUIDATION OF EXCESS
ANNUAL LEAVE

1. Section 6 of Public Law 102 approved July 2, 1953, provides:

"Sec. 6. The heads of the departments and agencies are authorized and directed to take such action as may be necessary to bring about reductions in the accumulated annual leave to the credit of officers and employees which is in excess of the amounts allowable under the applicable provisions of section 203 of the Annual and Sick Leave Act of 1951, as amended by this Act, within a reasonable period of years, consistent with the exigencies of the public business, and to make such reports with respect to the action taken as may be requested by the Civil Service Commission. The Civil Service Commission shall include in its annual report to the Congress a statement of the progress made in carrying out the purposes of this section."

2. In order to carry out the directive of Congress, it is the policy of the General Accounting Office to begin immediately to cause the reduction of excess annual leave accumulations and to reduce such excess leave accumulations as promptly as possible consistent with the urgent work needs of the Office, giving consideration to the preference of employees consistent with the ultimate objectives.

3. I do not propose at this time to prescribe a rigid uniform plan for the liquidation of such excess leave due to the varying work requirements within and between the divisions and offices. I do, however, expect an orderly reduction in the accumulations of annual leave

during the next four and one-half years until the annual leave accumulation for every employee of the Office has been reduced to 30 days (or 45 days in the case of employees stationed outside of the several states and the District of Columbia), at the beginning of the 1958 leave year. Consistent with this policy, supervisors should not deny annual leave when requested unless it is clearly necessary to do so based on the urgency of work needs.

4. For the guidance and assistance of supervisors and employees, the attached tables indicate typical examples of the amounts of leave which could be used on an annual basis to liquidate excess leave in an orderly manner within stated periods of two, three, or four years.

5. In the event any employee with an accumulation of annual leave in excess of the new maximum accumulation has, for personal or administrative reasons, failed to reduce such accumulation during any 12-month period beginning July 1, 1953, a report will be submitted to the Director of Personnel by the Chief of the Division or Office concerned not later than July 15 of each year, explaining the circumstances in each case.

6. Chiefs of Divisions and Offices will submit to the Director of Personnel not later than September 1, 1953, the plans to be followed in their respective divisions and offices for reducing excess leave accumulations.

7. Not later than August 1 of each year, beginning with the calendar year 1954, the Director of Personnel will submit to me a consolidated report covering the progress made in reducing the accumulated annual leave in accordance with this policy.

8. A copy of this Order shall be made available to each employee.

TWO YEARS

<u>Days Accumulation</u>	<u>Days in excess of 30 day maxi- mum allowable</u>	<u>Days of excess that must be used each of next 2 years</u>	<u>Total leave to be used yearly by employee earning 26 days a year</u>	<u>Total leave to be used yearly by employee earning 20 days a year</u>
90	60	30	56	50
80	50	25	51	45
70	40	20	46	40
60	30	15	41	35
50	20	10	36	30
40	10	5	31	25

THREE YEARS

<u>Days Accumulation</u>	<u>Days in excess of 30 day maxi- mum allowable</u>	<u>Days of excess that must be used each of next 3 years</u>	<u>Total leave to be used yearly by employee earning 26 days a year</u>	<u>Total leave to be used yearly by employee earning 20 days a year</u>
90	60	20	46	40
80	50	16-2/3	42-2/3	36-2/3
70	40	13-1/3	39-1/3	33-1/3
60	30	10	36	30
50	20	6-2/3	32-2/3	26-2/3
40	10	3-1/3	29-1/3	23-1/3

FOUR YEARS

<u>Days Accumulation</u>	<u>Days in excess of 30 day maxi- mum allowable</u>	<u>Days of excess that must be used each of next 4 years</u>	<u>Total leave to be used yearly by employee earning 26 days a year</u>	<u>Total leave to be used yearly by employee earning 20 days a year</u>
90	60	15	41	35
80	50	12-1/2	38-1/2	32-1/2
70	40	10	36	30
60	30	7-1/2	33-1/2	27-1/2
50	20	5	31	25
40	10	2-1/2	28-1/2	22-1/2